

TLC Application Instructions – IowaGrants.gov

- 1) Go to www.iowagrants.gov
- 2) If you are **not** registered with IowaGrants.gov, click the "**New Users Register Here**" link and follow the instructions to obtain an Account Id.
- 3) If/when you are registered, click the "**Returning Users Sign in Here**" link and log in.
- 4) From the Main Menu screen, select "**Funding Opportunities.**"
- 5) Referencing the Opportunity Title column, scroll through the list until you find "**Teacher Leadership & Compensation (TLC) System.**" Click the application link.
- 6) Look through the information contained in the Opportunity Details section for the grant; then select the "**Start a New Application**" link located in the Opportunity Details bar.
- 7) Enter a Project Title; then select "**Save**" at the top of the screen.
- 8) On the next screen, select the "**Go to Application Forms**" link.
- 9) The Application screen will contain a list of links to the nine forms (pages) comprising the TLC application. Work through each of the nine forms by selecting the link for the form name.
- 10) Once you begin on the online application, it is important that only one person complete the application. If you do log out of the system, when you log back in (using the information in item 3-6 above), you will be taken directly to the Main Menu screen. This time, you will select the "**My Applications**" link. This screen will contain a list of various applications; simply select the link from the Project Title column that corresponds to your application.
- 11) Instructions for each of the nine forms that are part of the application can be found below. The character limit for each part of the application does **not** include spaces.
- 12) There is no need to complete the full application at one time;
 - a. You may want to complete each section of the application as a Word document off-line and then cut and paste them into the online application form when you have completed each page.
 - b. You are able to work and rework each form (page) by using the **Edit** and **Save** functions as long as you do not select the "**Mark as Complete**" link until you are finally ready to submit the form.
- 13) As the Commission members who will be scoring the applications will likely be reading only the Abstract/Executive Summary and one section of each application, it will be important that each part of your application stand alone and does not refer to information in other parts of the application without some explanation.

TLC Application Instructions – IowaGrants.gov

- 14) Districts that applied previously and scored in the high category (8, 9, or 10) have the opportunity to “lock in” their scores from the previous year for those specific sections of the application. If you choose to lock in your previous score, please check the box “yes” and copy the narrative from the previous grant application into the textbox. If not, please check the box “no” and copy the new narrative into the textbox.
- 15) When all the forms have been marked as “Complete,” enter **Submit** in the upper right-hand corner of the Application field; type in the name of the person completing the application and enter **Submit**; “Application Successfully Submitted” should appear on your screen.
- 16) You will receive confirmation that your application has been received and is complete. Please contact me if you have not received an email from me within 48 hours.

Congratulations. As always, the goal has been to make the application process as simple and straightforward as possible for both completing the application and those who will be reviewing and scoring the applications. Please let me know if you have any questions, comments or suggestions as you go through the application process.

Lora Rasey
Education Program Consultant – Teacher Leadership
Division of Policy and Communication
lora.raseyh@iowa.gov
(515)281-6719

TLC Application Instructions – IowaGrants.gov

Form 1 – General Information

Select **Edit** at the top of the screen; enter the required information including the Project Title; select **Save** at the top of the screen; select the “**Mark as Complete**” link on the right-hand side of the General Information section when you are ready to submit the form.

Form 2 - Contact Information

Select **Edit** at the top of the screen; enter the contact information in the Recipient Information and TLC Application Contact fields; select **Save** at the top of the screen; select the “**Mark as Complete**” link on the right-hand side of the Recipient Information section when you are ready to submit the form.

Form 3 - Abstract/Executive Summary (unscored)

Select **Edit** in the upper right-hand corner of the form; type or import the response (using the Word icon in the upper right-hand corner of the textbox); remember there is a 5000 character limit (approximately 2 pages); then, at the bottom of the form, select (toggle) the appropriate TLC model number; when complete, select **Save** at the top of the screen; select the “**Mark as Complete**” link on the right-hand side of the textbox when you are ready to submit the form.

Forms 4, 5, 6 and 7 - Parts 2 through 7

Select **Edit** in the upper right-hand corner of the form; type or import the responses (using the Word icon in the upper right-hand corner of the textbox); remember there is a 5000 character limit (approximately 2 pages) for Parts 1, 2, 3, 4, 6 and 7 of the application and a 10,000 character limit (approximately 4 pages) for Part 5; select **Save** at the top of the screen when the form is complete; select the “**Mark as Complete**” link on the right-hand side of the section when you are ready to submit the form.

Form 8 - Part 10

Select **Edit** in the upper right-hand corner of the form; select **Save** to view the District Enrollment-Based Allocation;

Select **Edit** again to enter the dollar amounts for each line of the Budget Items section of the form; select **Save**;

For each item included in the “other costs” above, follow this procedure: select **Add** in the upper right-hand corner of the Other Budgeted Uses – Description section of the form; enter the “Item description” and the “Amount budgeted;” then select **Save**; repeat the process until you have entered a description for each “other costs” the district has included in its plan;

The dollar amount in the Total Allocation Budgeted should match the Total Allocation at the top of the form;

Select **Edit** in the upper right-hand corner of the form; type or import the response (using the Word icon in the upper right-hand corner of the textbox) in the Budget Alignment section of the form; again, remember there is a 5000 character limit (approximately 2 pages) for this part of the application; select **Save** at the top of the screen when

TLC Application Instructions – IowaGrants.gov

complete; select the “**Mark as Complete**” link on the right-hand side of the Grant Allocation section when you are ready to submit the form.

Form 9 - Assurances

Select **Edit** in the upper right-hand corner of the form; click on the box next to each Assurance; select **Save** at the top of the screen when complete; select the “**Mark as Complete**” link on the right-hand side of this section when you are ready to submit the form.